

Study Team Log

Use a second page or back as needed.

Date: _____ Study Team: _____
Leader/Facilitator: _____ Recorder: _____
Timekeeper: _____
Materials/Resources needed for this meeting: _____

Study Team Members Present: _____

Goal/s for this student team meeting: _____

Agenda

Opening:
_____ minutes

Today's Content:
_____ minutes

Content Summary (recorder will summarize key ideas/learning, with help of the team):

Planning for next meeting: (_____ minutes) Date: _____

Next Recorder:	Next Leader/Facilitator:
Assignment:	Next Timekeeper:
Agenda Items:	Resources needed:

Wrap-up: (_____ minutes)

Meeting Reflection

	Low				High
Were the results worth the time spent?	1	2	3	4	5
How well is the team achieving today's goals?	1	2	3	4	5
How well did the team adhere to its ground rules?	1	2	3	4	5
Other	1	2	3	4	5

What can be done to improve our (individual study team) working together?